



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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**Filing Requirements
For
DOWNTOWN ADMINISTRATIVE USE PERMIT**

A. PURPOSE

The Downtown Administrative Use Permit process is intended to allow commercial, professional and medical office uses and personal service uses on the ground floor for parcels fronting on Monterey Road and Third Street, in the downtown CC-R zoning district, subject to affirmative findings. Applicants must demonstrate sufficient evidence regarding unsuccessful recruitment efforts and/or upon City determination that a ground floor space is generally not suitable for retail use. All Downtown Administrative Use Permit applications shall be approved by the Community Development Director.

B. FILING REQUIREMENTS

An application shall be made by the property owner or agent thereof and must be accompanied by the following information in order to be accepted for processing:

1. Initial Submittal:
 - a. Uniform Application
 - b. Vicinity Map (see attached example)
 - c. **Three (3)** sets of submittal plans (see section C)
 - d. Contiguous property owners notification (see section D)
 - e. Filing fees (see Fee Schedule attached to the Uniform Application)
 - f. Statement of Proposed Operations (see section E)
 - g. Letter of Justification (see section F)

C. SUBMITTAL PLANS

1. Site Plan for subject property and adjacent properties within 100 feet
 - Location of all existing and proposed structures
 - Location of tenant space that you propose to occupy
2. Floor Plan
3. Building elevations for facades along Monterey Road and Third Street
(For existing buildings, photographs of the building frontages may be substituted for the required building elevation plans with the original submittal.)

D. CONTIGUOUS PROPERTY OWNER(S) NOTIFICATION

- A typed list of all property owners adjacent to perimeter of the proposed project site (including Assessor's Parcel Numbers). See example attached to the Uniform Application.
- Stamped, addressed legal size envelopes (do not use postage meter) of all property owners from the list. See example attached to Uniform Application.

E. STATEMENT OF PROPOSED OPERATIONS

Provide a written Statement of Proposed Operations, including but not limited to the type of business proposed, the number of employees, proposed hours of operations, total square footage of building, and square footage of the tenant space you propose to occupy.

F. LETTER OF JUSTIFICATION

The applicant must demonstrate that all standards are met, and the intent and purpose of the applicable regulations, goals and objectives of the General Plan will be satisfied. The information submitted must include information that supports the findings which need to be made in order to approve the Downtown Administrative Use Permit. Failure to provide sufficient information may result in project delays and/or denial.